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ER 5-9276

Approved For Release 1999/09/20 : CIA-RDP78-03568A001000040015-0

AUG 19 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Request for the Establishment of Positions,  
Administrative Staff, Deputy Director (Plans)

1. The subject request provides for the abolition of one GS-9 Administrative Services Officer position and the addition of one GS-15 Administrative Officer, one GS-12 Personnel Operations Officer and one GS-5 Clerk Stenographer positions (Tab A).

2. The Assistant Director for Personnel has approved the classification of this request (Tab B).

3. The Chief, Budget Division, has ascertained that sufficient funds are available to support this request (Tab C). The Assistant Director for Personnel has concurred in the classification of the proposed positions only because it is understood that the Management Staff has informally approved this request (Tab B).

4. It is recommended that the subject request be approved.

  
Chief, Management Staff

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Attachments:

Tab A  
Tab B  
Tab C

- no ceiling infringement  
- SD/A career board has  
approved the appointment  
in the GS 15 position.

*[Handwritten signature]*

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APPROVED:

Date: 20 Aug '54



LAWRENCE R. HOUSTON  
Acting Deputy Director  
(Administration)

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Tab A

14 June 1954

MEMORANDUM FOR: Chief, Management Staff, DD/A

SUBJECT: Establishment of Positions for DD/P-Admin

1. It is requested that position No. BZ-21, Administrative Services Officer, GS-9, be abolished and in lieu thereof an Administrative Officer position, GS-15, be established in the office of the Chief of Administration, DD/P.

2. It is requested that the following two positions be established in addition to the current T/O of the Admin Staff of DD/P:

a. Personnel Operations Officer, GS-12, to be assigned to the office of the Chief of this Staff

b. Clerk-Stenographer, GS-5, to be assigned to the [REDACTED] of DD/P-Admin

The establishment of these two additional positions will not cause an increase in the over-all civilian ceiling of the Clandestine Services.

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Chief of Administration, DD/P

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COP / JAP

23 June 1954.

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Sub B

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Tab B

1 AUG 1954

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : T/O Addition and Changes, DD/P Administration

REFERENCE : Memorandum from Chief, Admin, DD/P to Chief, MS, dated 14 June 1954, Subject: Establishment of Positions for DD/P-Admin

1. Sufficient information has been obtained on the proposed Personnel Officer position to warrant its allocation at the GS-12 level, although on a marginal basis, and dependent upon subsequent review to ascertain the actual division of duties between this position and the GS-13 Career Management Officer position. Classification approval is given to the requested Clerk Stenographer, GS-5 position.

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B

2. Subject proposal increases the number of GS-15 positions on the Staff of DD/P Administration to a total of [REDACTED] GS-15 positions were originally established for this Staff, largely on the basis of "generalist" assignments handling all types of problems. The additional position is proposed to be identical to the present [REDACTED] GS-15 generalist positions authorized. It is our observation that in actual practice, the working arrangement has been that of assigning one of the broad areas of Personnel, Logistics, and Budget and Finance to each of the [REDACTED] positions. Thus, the addition of a [REDACTED] position, which we understand will be the second GS-15 to concentrate on logistical matters, introduces complications as to the supporting factors for the generalist grade GS-15.

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3. It is our understanding that the Management Staff has concurred in the request for the need of the additional "generalist" position, as well as the organizational structure of the Staff.

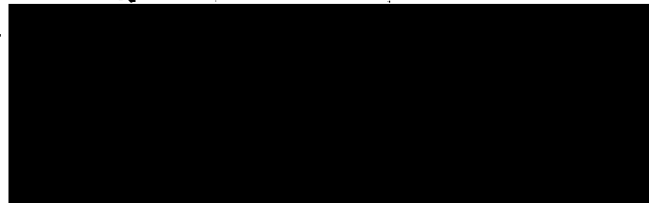
4. In view of the stated urgency of the request, and since the proposal is that of adding an additional generalist position which is primarily a work load matter, a consideration

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for the Management Staff, this Office concurs in the request from a classification standpoint subject to later review at such time as the division of the actual assignment of duties and responsibilities to the various "generalist" positions in the staff can be ascertained.



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Assistant Director for Personnel

Attachment:

Memorandum As Referenced

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113-178

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of the Management Staff

DATE: 28 JUL 1954

FROM : Chief, Budget Division

SUBJECT: Establishment of Positions for DD/P-Admin.

REF : Memorandum dated 14 June 1954 to Chief, Management Staff, DD/A, from Chief of Administration, DD/P, same subject

1. It is estimated that the additional positions would cost \$12,140.

2. There are sufficient funds available in the overall DD/P budget to cover these positions and can be made available to the DD/P-Admin. if required.

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